

Sample Request for Records under the Kansas Open Records Act

[Date]

[Name of Records Custodian]

[Name of Public Agency]

[Street Address]

[City, ST ZIP Code]

Dear [Records Custodian]:

Under the Kansas Open Records Act (KORA) § 45-215 *et seq.*, I respectfully request copies of [or access to] the following public records: [detailed description].

Please treat this request in accordance with K.S.A. 45-218(d), which requires that you respond “not later than the end of the third business day” after you receive this request.

If you would charge a fee for copying or locating the records before providing them, you may proceed if the cost would be no more than \$ _____. If the cost would exceed that amount, please notify me.

If you cannot immediately provide the requested records, please provide, as KORA requires, “a detailed explanation” of the delay and state “the place and earliest time and date that the record will be available for inspection.”

If your cannot provide the requested records, please provide, as KORA requires in K.S.A. 45-218(d), a “written statement of the grounds for denial” and include a cite to the specific provision of law under which access is denied.

I certify, in accordance with K.S.A. 45-220(c)(2), that I do not intend to, and will not: “(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.”

Sincerely,

[Your Name]

[Address]

[Phone Number]